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Report For Week Ending 12 February 1957
From
Records Center

During this week the following accessions were made:

ORR	3 Cu. Ft.
PERS	50 " "
OCR	9 " "
AUDIT	5 " "
COMPT	72 " "
OL	1 " "
OSI	8 " "
ONE	2 " "
Sub-Total:	<u>150 Cu. Ft.</u>
Finished Intelligence	75 " "
Total:	<u>225 Cu. Ft.</u>

V M Material	617 Cu. Ft.
Records Holdings	19,294 " "
Distribution Material Holdings	<u>11,294 " "</u>
Total:	<u>31,205 Cu. Ft.</u>

Distribution Material Disposed of at Center	13 Cu. Ft.
Distribution Material Transferred from Center	27 " "
Records Disposed of at Center	20 " "
Records Transferred from Center	0 " "

Accessioning

During the week the Center received 75 cubic feet of NIS material. Also, there were 72 cubic feet of inactive records received from the Finance Office.

Reference

25X1 of the Library has informed the Center that an additional 300 or more reports will be requested in the near future. This request will be a continuation of the large request serviced last week for OCR/IR.

General

The cinder block wall has been completed, but the job of painting and reinstalling the shelving will take another week.

25X1

Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,990	9,920	11,910
DD/P	3,092	5,638	8,730
DD/S	1,199	6,661	7,860
DD/S (Compt.Grilled Area)	343	137	480
DD/I	325	6,485	6,810
DD/I (Grilled Area)	1,205	2,575	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	8,864	32,356	41,220

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from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

1. The SSA's for Logistics, Personnel, and the Comptroller completed their review of our card index of field reporting requirements. We will now go forward with publishing a list of these requirements for distribution to field stations.
2. Re-evaluated Employee Suggestion 2328 in light of comments of the Suggestion Awards Staff, and again recommended the granting of an award. This suggestion concerns the printing of a tick mark along the left edge of the Office Memorandum form, to alert typists to the amount of typing space remaining on the page.
3. Developed outlines of the briefing phases for the on-the-job training in reports and correspondence management.
4. Developed a tally sheet to account for attendance at the weekly Management Staff lectures. The tally sheet will be transmitted to the Office of Training in lieu of submitting Individual Training Cards, Form No. 1025, on each trainee.
5. Developed talks on Agency filing and Correspondence practices, to be given Thursday this week in two one-hour sessions at the OTR Administrative Procedures course.



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